



NASHVILLE
COMMUNITY
EDUCATION

Nashville Community Education

Open House

Vendor Information Packet

The Cohn School
August 6, 2016
10:00am - 1:00pm
4805 Park Ave.
Nashville, TN 37209

Nashville Community Education Fall Open House Vendor Registration Form Due July 1, 2016

Vendor fee for Nashville Community Education Open House includes:

- ✓ 1 Space for Organization Table and Chairs (2 chairs per table)
- ✓ Name on all flyers and online materials for the event
- ✓ Ad in the NCE Fall Catalog 5-6,000 printed and distributed throughout the community
- ✓ Listing on NCE website on the Open House Page as a vendor
- ✓ At least 3 mentions throughout social media platforms (Facebook, Twitter) as presenting sponsor

Booth Name: _____

Contact Name: _____ **Contact Email:** _____

Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Phone: _____ **Website:** _____

Contact Person's Signature: _____ **Date:** _____

Details: Reserve your vendor space as soon as possible. Vendor space is limited and will be given on a first come first served basis. Fee is for space and listed benefits only. Vendor set up is between 8:30AM - 9:30AM. Set up MUST be completed by 9:30AM on the date of the event. Vendor break down is ONLY after 1:00pm. Vendors that arrive after the scheduled set-up time may be refused without refund. Event is rain or shine; no refunds will be issued for any reason.

Vendor Fee: \$25.00 (free for nonprofits or government agencies)

Payment Method:

- Cash (paid in office (DO NOT MAIL CASH)) Check Credit Card

Amount Paid _____

Credit Card Information:

Company Name: _____

Type of Credit Card: Visa MasterCard

Card Number: _____ - _____ - _____ - _____ Card Expiration Date: __/__/__ Security Code: ____

Name as it appears on Card: _____ Billing Zipcode: _____

I, the above named client, authorize Nashville Community Education to charge the above referenced credit card for my vendor fee upon acceptance of this vendor agreement. I confirm that this credit card is mine or that I am authorized by above referenced company to use this card for this purpose.

Printed Name of Client: _____ Signature: _____ Date: _____